

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

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2018 NOV 30 PM 3:04

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Japan Center for International Exchange (JCIE/USA)

Travel date(s): October 29-30, 2018

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$192.00	\$220.38	\$71.63	n/a
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Various meetings on US-Asia relations, US-Japan exchange opportunities, and serving as speaker for seminar on "The Congressional Agenda & US-Japan Relations in the 116th Congress."

11-29-18
(Date)

Christopher Armstrong
(Printed name of traveler)

[Signature]
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

11-29-18
(Date)

[Signature]
(Signature of Supervising Senator/Officer)



JAPAN CENTER
FOR
INTERNATIONAL
EXCHANGE, INC.
(JCIE/USA)

(米国法人) 日本国際交流センター

135 West 29th Street, Suite 303, New York, NY 10001
Tel: (212) 679-4130 Fax: (212) 679-8410
URL: <http://www.jcie.org>

2018 NOV 30 PM 2:34

September 20, 2018

Mr. Chris Armstrong
Chief Oversight Counsel
US Senate Finance Committee
203 Dirksen Senate Office Building
Washington, DC 20510

Dear Mr. Armstrong,

I am writing to ask you to serve as a speaker for a seminar on the "The Congressional Agenda and US-Japan Relations in the 116th Congress" that is being sponsored by the Japan Center for International Exchange (JCIE/USA). This will be held in New York City over lunch on Monday, October 29, 2018 (12:00~2:00 pm).

As you know, JCIE/USA is a New York-based 501(c)(3) nonprofit organization, and the event is being organized as part of our US Congressional Staff Exchange Program, which has involved nearly 300 senior Congressional staff members in dialogues with top Japanese leaders.

The seminar will include 35~40 senior leaders in US-Japan circles and the US-based Japanese business community, and we aim to have a lively discussion on a range of key issues that affect US-Japan relations. Given your current responsibilities and your prior participation in the US Congressional Staff Exchange Program, I am confident that the participants will find your insights stimulating and informative.

We will plan to cover your transportation to New York, one night's hotel stay, and relevant meal costs in keeping with Congressional travel regulations. Thank you very much for considering this invitation, and I do hope you will be able to join us.

Sincerely,

James Gannon
Executive Director

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Japan Center for International Exchange (JCIE/USA)
2. Description of the trip: Guest Speaker for US-Japan Seminar - "The Congressional Agenda and US-Japan Relations in the 116th Congress"
3. Dates of travel: October 29-30, 2018
4. Place of travel: New York, NY
5. Name and title of Senate invitees: Chris Armstrong, Chief Oversight Counsel, Senate Finance Cmte
6. I *certify* that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR -
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

- OR -

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

JCIE is the sole sponsor of the trip, which is undertaken as part of its US Congressional Staff Exchange Program.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

JCtE promotes US-Japan dialogue on foreign policy and common challenges. This seminar is designed for Congressional staff who have taken part in JCIE s exchanges to share their insights with leaders in the US-Japan community.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

JCIE has sponsored nearly 60 overseas Congressional trips for 330+ members and staff, as well as numerous domestic programs in the United States, some including travel outside of Washington DC.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

JCIE organizes various policy dialogues and research initiatives on foreign policy issues and common

challenges facing the US and Japan, including on issues such as global health cooperation, humanitarian

assistance and development, womens leadership, etc.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$190	\$220	\$74	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The event is arranged specifically with regard to Congressional participation (i.e., to have Cong staff as guest speakers.)

18. Reason for selecting the location of the event or trip

JCIE is based in New York, and New York is the center of the US-Japan community in the United States.

19. Name and location of hotel or other lodging facility:

Hyatt Place New York, New York City

20. Reason(s) for selecting hotel or other lodging facility:

Affordable price, walking distance to event

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Food and lodging expenses are under the maximum per diem rate

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Business/coach fare

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

James Gannon, Executive Director

Name and Title:

Name of Organization: Japan Center for International Exchange (JCIE/USA)

Address: 135 West 29th Street, Suite 303, NY, NY 10001

Telephone Number: 212-679-4130

Fax Number: 212-679-8410

E-mail Address: jgannon@jcie.org



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(米国法人) 日本国際交流センター

Chris Armstrong Schedule (October 29-30, 2018)

Monday, October 29

7:00-10:53 Amtrak to NY Penn Station

11:15-11:30 Travel to hotel (Hyatt Place Midtown South)

11:30-11:45 Leave bags at hotel, walk to 1221 Avenue of the Americas

12:00 **Seminar: "The Congressional Agenda & US-Japan Relations in the 116th Congress"**
Panel discussion on the likely direction of trade policy, tax policy, and other key policy initiatives in the 116th Congress and what these are likely to mean for US-Japan relations. Attendees will include approximately 40 senior business executives, government officials, and policy experts from the US-Japan community

12:00-12:20 Registration, buffet lunch

12:20-12:30 Welcome & opening remarks
James Gannon, Executive Director, JCIE/USA

12:30-13:10 Initial remarks by guest speakers
Christopher Armstrong, Senate Finance Committee
Erin Doty, Office of Representative Raul Ruiz, (D-CA)
Allen Klump, Office of Representative Jeff Duncan (R-SC)

13:10-13:55 Discussion

13:55-14:00 Closing remarks

14:00-14:30 **Networking/reception with seminar participants**
One-on-one discussions with seminar participants, including CEOs & senior business executives, diplomats, and US-Japan policy experts

15:00-15:30 Return to hotel, collect bags, check in

16:30-17:00 Travel to JCIE/USA offices (135 W29th Street)

17:00-18:30 **Opportunities for US-Japan Exchange**
Discussion of how US-Japan relations are seen on Capitol Hill, what can be done to deepen mutual understanding among legislators and aides, and opportunities for JCIE's US-Japan Congressional Staff Exchange

Peggy Blumenthal, Senior Advisor, Institute of International Education: Chair, Board of Directors, JCIE/USA

Satoru Murase, Partner, Mayer Brown; Member, Board of Directors, JCIE/USA

Atsuko Geiger, Fellow, JCIE/USA

Kim Ashizawa, Senior Associate, JCIE/USA

James Gannon, Executive Director, JCIE/USA
+1~2 others

19:00-22:00

Dinner Discussion on US-Asia Policy
Discussion on US-Asia trade relations, strategic shifts in the IndoPacific, and China-Japan-US relations

Isaac Stone Fish, Senior Fellow, Asia Society Center on US-China Relations
David Janes, Senior Advisor, Okinawa Institute of Science and Technology Graduate University (OIST)
James Gannon, Executive Director, Japan Center for International Exchange (JCIE/USA)
+1~2 others

Tuesday, October 30

- 9:15 Check-out of hotel
- 9:30-9:50 Travel from hotel to Penn Station
- 10:35-14:02 Amtrak from NY Penn Station to Union Station

